



# FEDERAL ASSISTANCE FILE

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## SECTION 1: SUMMARY INFORMATION

GRANT NUMBER	GRANT PROGRAM TITLE
POST OR BUREAU	MPP GOAL & OBJECTIVE NUMBER
GRANTEE NAME	GRANTEE CONTACT INFORMATION
DUNS NUMBER	NAME:
TYPE OF GRANTEE <input type="checkbox"/> FOREIGN <input type="checkbox"/> DOMESTIC <input type="checkbox"/> OTHER (INTERNATIONAL)	ADDRESS:
AMOUNT (USD) \$ _____	TELEPHONE NUMBER
AWARD DATE (mm-dd-yyyy)	FAX NUMBER
DURATION (mm-dd-yyyy)	E-MAIL ADDRESS
TO (mm-dd-yyyy)	FEDERAL GRANTS OFFICER:
PURPOSE	NAME
	TITLE
AWARD INSTRUMENT: <input type="checkbox"/> GR (GRANT) <input type="checkbox"/> CA (COOPERATIVE AGREEMENT) <input type="checkbox"/> VC (VOLUNTARY CONTRIBUTION) <input type="checkbox"/> AC (ASSESSED CONTRIBUTION)	FEDERAL PROGRAM/PROJECT OFFICER:
PROGRAM OFFICE OR AGENCY	NAME
	TITLE
STATUTORY AUTHORITY: <input type="checkbox"/> FH (FULBRIGHT-HAYS) <input type="checkbox"/> SM (SMITH-MUNDT) <input type="checkbox"/> ESF (ECONOMIC SUPPORT FUNDS) <input type="checkbox"/> FAA (FOREIGN ASSISTANCE ACT) <input type="checkbox"/> FSA (FREEDOM SUPPORT ACT) <input type="checkbox"/> SEED (SUPPORT FOR E. EUR. DEM.) <input type="checkbox"/> OTHER	GRANTS OFFICER REPRESENTATIVE (SEE DESIGNATION LETTER IN SEC. 3)
	NAME
	TITLE

**SECTION 2: PRE-AWARD ACTIVITIES****ANNOUNCEMENT**

TITLE AND NUMBER

- ☐ WAS PUBLISHED ON (mm-dd-yyyy) \_\_\_\_\_
- ☐ WAS NOT PUBLISHED ☐ COPY ATTACHED

**PRE-APPLICATION**

- ☐ WAS REQUIRED ☐ COPIES ATTACHED
- ☐ WAS NOT REQUIRED

**APPLICATION INSTRUCTIONS / PROGRAM BUDGET GUIDELINES**

- ☐ WERE PROVIDED ☐ COPY ATTACHED
- ☐ WERE NOT PROVIDED

**PROPOSAL EVALUATION / BUDGET REVIEW**

- ☐ WAS CONDUCTED ON (mm-dd-yyyy) \_\_\_\_\_ ☐ REVIEW CRITERIA/PLAN IS ATTACHED
- BY \_\_\_\_\_ ☐ MEMORANDUM OF DECISION IS ATTACHED
- ☐ WAS NOT CONDUCTED ☐ EXPLANATION FOR NON-REVIEW IS ATTACHED

**UNSUCCESSFUL APPLICATIONS**

- ☐ ARE ATTACHED
- ☐ ARE NOT ATTACHED

**SUCCESSFUL APPLICATION / PROPOSAL**

- ☐ EXCLUDED PARTIES LIST WAS CHECKED  
(SEE THE FOLLOWING INTERNET ADDRESS  
<http://epls.arnet.gov>) ☐ APPLICATION/PROPOSAL IS ATTACHED
- ☐ TREASURY'S SANCTION LIST WAS CHECKED  
(SEE THE FOLLOWING INTERNET ADDRESS  
<http://www.treas.gov/ofac>) ☐ REPRESENTATIONS AND CERTIFICATIONS ARE ATTACHED
- ☐ BUDGET PROPOSAL IS ATTACHED

**NEGOTIATIONS**

- ☐ WERE CONDUCTED ON (mm-dd-yyyy) \_\_\_\_\_ ☐ MEMORANDUM OF NEGOTIATIONS IS ATTACHED
- ☐ WERE NOT CONDUCTED

**DEVIATIONS**

- ☐ DEVIATIONS FROM STANDARD TERMS AND CONDITIONS ☐ COPY ATTACHED
- ☐ NOT APPLICABLE

**DEPARTMENT APPROVAL**

- ☐ WAS RECEIVED ON (mm-dd-yyyy) \_\_\_\_\_ ☐ COPY ATTACHED
- ☐ NOT APPLICABLE

**CERTIFICATION OF FUNDS AVAILABILITY**

- ☐ WAS RECEIVED ON (mm-dd-yyyy) \_\_\_\_\_ ☐ COPY ATTACHED

**NOTICE OF GRANT AWARD**

- ☐ WAS MADE ON (mm-dd-yyyy) \_\_\_\_\_ ☐ COPY ATTACHED

**SECTION 3: POST-AWARD ACTIVITIES****SIGNED ORIGINAL FEDERAL ASSISTANCE AGREEMENT**☐ ATTACHED**GRANTS OFFICER REPRESENTATIVE (GOR) DESIGNATION LETTER**☐ ATTACHED**AMENDMENTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED

**REQUESTS FOR ADVANCE OR REIMBURSEMENT**

DATE (mm-dd-yyyy) \_\_\_\_\_ DESCRIPTION \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ DESCRIPTION \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ DESCRIPTION \_\_\_\_\_ ☐ ATTACHED

**DISALLOWANCES**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMAR \_\_\_\_\_ ☐ ATTACHED

**APPEAL DOCUMENTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**CORRESPONDENCE**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**REPORTS****(AUDIT, FINANCIAL STATUS, PERFORMANCE, AND SITE VISIT REPORTS, ETC)**

DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE(mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE(mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED

**SUSPENSION AND TERMINATION DOCUMENTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

FEDERAL ASSISTANCE NO.	GRANTEE	DATE OF AWARD (mm-dd-yyyy)	TERMINATION DATE: (mm-dd-yyyy)
S _____		PROGRAM TITLE	DESTROY FILE DATE: (mm-dd-yyyy)

**SECTION 4: CLOSE-OUT ACTIVITIES****CLOSE-OUT DOCUMENTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ TITLE \_\_\_\_\_ ☐ ATTACHED

**DISALLOWANCES**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**APPEAL DOCUMENTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**DEVIATIONS**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**CORRESPONDENCE**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**AUDIT REPORTS**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**CONTINUATION SHEET**

DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED  
DATE (mm-dd-yyyy) \_\_\_\_\_ SUMMARY \_\_\_\_\_ ☐ ATTACHED

**ADDITIONAL REMARKS/COMMENTS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____